



2020 Juvenile Services Request for Application (RFA)

Pursuant to Nebraska Revised Statute §43-2405, the Nebraska Commission on Law Enforcement and Criminal Justice (Nebraska Crime Commission) is pleased to announce that it is seeking applications for qualified applicants in Nebraska.

ELIGIBILITY

Applicants are limited to community-based agencies or organizations, political subdivisions, school districts, federally or state-recognized Indian tribe, state agency or any combination of the entities listed above. The applicant's County or Tribe is required to develop, adopt, and submit a comprehensive juvenile services community plan to the Nebraska Crime Commission. High priority will be given to those grant applications funding programs and services that will divert youth from the juvenile justice system, impact and effectively treat juveniles within the system, and reduce the juvenile detention population or assist juveniles in transitioning from out-of-home placements to in-home treatments. Programs and services shall be designed to serve and target youth who are eleven through eighteen years of age.

AWARD PERIOD

July 1, 2020 – June 30, 2021

AWARD AMOUNT

Approximately
\$560,000

DEADLINE

All applications are due by 5:00 p.m. (CST) on Friday, December 20, 2019

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:
Chris Harris, Director | 402.471.3813 | Chris.Harris@nebraska.gov

In accordance with the Americans with Disabilities Act, Nebraska will provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission at 402.471.2194. (TTY 1.800.833.7352)

Release Date Tuesday September 24, 2019

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OVERVIEW

The Nebraska Crime Commission is designated by the Governor of Nebraska as the State Administering Agency for criminal justice and victims' assistance programs. Pursuant to Nebraska Revised Statute §43-2406, the Juvenile Services Commission Grant program shall be apportioned to the commission and the commission shall award grants on a competitive basis to eligible applicants based upon criteria determined by the commission. **All programs funded through Juvenile Services Commission Grant that serve youth shall report individual-level data through the Juvenile Case Management System. All programs that are not directly serving youth shall report program-level data as deemed appropriate.**

DEADLINE

The 2020 Juvenile Services Grant [JS] Application must be submitted by 5:00 p.m. (CST) on Friday, December 20, 2019. Only electronic submission through the NCC Grants Management System (GrantVantage) will be accepted. Refer to application submission section on **page 7 for instructions**.

ELIGIBILITY

Applicants are limited to community-based agency or organization, political subdivision, school district, federally recognized or state-recognized Indian tribe, state agency or any combination of the entities listed. If two or more agencies partner on a single application, there must be one agency designated as the *Lead Agency* to receive and disburse grant funds. Agencies may contract and sub-award to other private non-profit agencies to administer programs and services with Juvenile Service funds. The *Lead Agency* is responsible for all funds and must adhere to all requirements and contingences as outlined by the Nebraska Crime Commission.

The Applicant's County or Tribe is required to develop, adopt, and submit a comprehensive juvenile services community plan (community plan) to the Nebraska Crime Commission. Funding priorities shall be identified within this community plan. Local data and community collaboration will assist in determining the priorities and strategies used to address needs of the community. Funding requests must directly align with the community planning priorities that have been identified by the community planning team. This process allows communities to identify priorities which will establish programs and services that will divert youth from the juvenile justice system.

Community plans are located at <https://ncc.nebraska.gov/community-comprehensive-juvenile-services-plans>.

FUNDING PURPOSE

Funds received through the Juvenile Services Grant Program shall be used exclusively to assist the recipient in the implementation and operation of programs or the provision of services identified in the recipient's community plan, including; Programs for local planning and service coordination; screening, assessment, and evaluation; diversion; alternatives to detention; family support services; treatment services; reentry services; truancy prevention and intervention programs; and other services documented by data that will positively impact juveniles and families in the juvenile justice system. Programs and services shall be designed to serve and target youth who are eleven through eighteen years of age.

Prevention/Promotion Programs

The brief in Appendix A of the Appendices will be utilized to determine funding for prevention and promotion programs that are requested through the 2020 Juvenile Services Grant Program. This brief outlines nine key components for principles of effective programs which include the following categories:

1. Program Characteristics
2. Matching the Program with Target Populations
3. Implementation and Evaluation

To receive funds through the Juvenile Services Grant Program, prevention and promotion programs must demonstrate how they are striving to meet all nine principles of effective programming in the 2020 grant application.

COMPREHENSIVE JUVENILE SERVICES COMMUNITY PLAN

To be eligible for the Juvenile Services Grant Program, a three year comprehensive juvenile services community plan (community plan) shall be developed, adopted, and submitted to the Nebraska Crime Commission. Community plans shall be submitted to the Nebraska Crime Commission for the timeframe July 1, 2018 – June 30, 2021. The community plan must be developed by a community team representing juvenile justice system stakeholders. The community team may be comprised of individual counties, multiple counties, federal or state recognized tribes, or any combination of the listed communities. Community plans shall:

- Provide relevant county/tribe-level data, including but not limited to, types of data listed within the community planning resources that support the existence of the problem that the planning team will address;
- Identify clearly defined community priorities of the community planning team, that includes defining a problem, or set of problems, that affect juveniles at risk or those already involved in the criminal justice system;
- Identify programs and practices for addressing the community's priorities. Such programs and practices shall be supported by evidence-based practice, research, or are standardized and have reliably demonstrated positive outcomes in other areas of juvenile services;
- Identify clear implementation strategies; and
- Identify how the impact of the program or service will be measured in alignment with evidence-based practices or research.

It is essential that communities have programs to prevent youth from becoming unnecessarily involved in the juvenile justice system. These programs should be available at multiple points throughout the system, providing every opportunity to exit the system. Such programs rarely occur by chance; they are almost always the result of careful community planning. Community planning can also be used to: assess current programs, identify preventive measures to keep youth from entering the juvenile justice system, pinpoint duplication and gaps in services to youth, and focus on effective, research-proven strategies.

A community planning team should represent the unique needs of its community. A large community or region looks very different from a small community. There are differences in resources, personnel, and priorities. Thus, the planning team should be tailored around the identity of its community. Representatives from the following key access points should be included on the team: public and private education; prevention and mentoring programs; ministry and faith-based programs; law enforcement; juvenile diversion; juvenile probation; county attorneys in juvenile court; public defenders, defense attorneys, and guardians ad litem; office of juvenile service and health and human services; juvenile judges and juvenile court personnel; treatment providers; post-adjudication services; pre-adjudication services and providers; detention; consumers, including youth and families; and community-based organizations.

Examples of community plans, the community planning manual, and the community planning template are found at the following website: <https://ncc.nebraska.gov/community-comprehensive-jvenile-services-plans>.

FUNDING REQUIREMENTS

Quarterly Reporting – All requests funded through the Juvenile Services Grant Program that serve juveniles shall report individual-level data. Any program that is not directly serving youth shall include program-level data. Data collected shall include, but is not limited to the following: type of program or service, how the service met the goals of the comprehensive juvenile services community plan, demographic information on the juveniles served, program outcomes, the total number of juveniles served, and the number of juveniles who completed the program or intervention.

Office of Civil Rights – Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must be in compliance with Equal Employment Opportunity Plans (EEOP) and Civil Rights requirements. Although the Juvenile Services Grant Program is funded through the Nebraska State Legislature, the Nebraska Crime Commission implements best practices as responsible stewards for all grant funds within our agency and requires compliance with EEOP and Civil Rights. A violation may result in suspension or termination of funding pursuant to Title 75, Chapter 1.

Equal Employment Opportunity Assurance of Compliance – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, or disability. Refer to Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and Title IX of the Education Amendments of 1972.

Non-supplanting of Funds – Juvenile Services Grant funds cannot be used to supplant (replace) other existing funds. Funds presently appropriated for the project may not be deliberately decreased due to additional state funds made available through the Nebraska Crime Commission. The non-supplanting requirement mandates that grant funds cannot be used to supplant (replace) agency, state, local, or tribal funds that would, in the absence of Juvenile Services Grant funds, be made available for grant purposes. Instead, Juvenile Services grant funds must be used to supplement (increase) existing agency, state, local, or tribal funds that were already budgeted for grant purposes. The application's budget breakdown should clearly explain funding requests to ensure supplanting will not occur by including how position(s) or costs are funded, why funding is no longer available, when support ends, or any temporary funding agreements or arrangements.

Certified Assurances, Lobbying, Drug-Free Workplace, and Debarment – Certified Assurances, Lobbying, Drug-Free Workplace, and Debarment forms must be signed and included with the grant application.

Special Conditions – Awarded grantees must sign Special Conditions which include, but are not limited to requirements under federal and state laws in addition to requirements for records retention, accounting, data collection, reporting, and any additional requirements of the Juvenile Services Grant Program. Grantees sub-awarding any of the award must also receive signed Special Conditions from the sub-award subgrantee.

Sub-Awards and Contracts – Agencies, counties and tribes may sub-award the Juvenile Services Grant award to private or non-profit agencies to administer programs with grant funds. The awarding agency/county/tribe must provide a sub-award with special conditions to be signed and agreed to by the sub-awarded subgrantee. All sub-award requests must be included in the program summary and sub-award/contracts budget category in the application. Agencies, counties and tribes may also contract with service providers to provide a service. The agency, county or tribe must have a current contract with the contractor that complies with the requirements in the Juvenile Services Grant Program.

Independent Contractors and Employees – When classifying a position as an independent contractor, please ensure that the position is in compliance with the Fair Labor Standards Act (FLSA). See <https://www.dol.gov/whd/> and Appendix D for more information.

Fiscal Requirements - Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The sub-recipient's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- Separate accountability of receipts, expenditures, disbursements and balances.
- Itemization of all supporting records of grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
- Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- Maintain hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Each hour must be documented in same manner.
- Maintenance of payroll authorizations and vouchers.
- Maintenance of records supporting charges for fringe benefits.
- Maintenance of inventory records for equipment purchased, rented, and contributed.
- Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- Provisions for payment by check.
- Lease agreements and contracts for services (if applicable).
- Maintenance of travel records (i.e., mileage logs, gas receipts).

FUNDING LIMITATIONS

- No funds awarded under the Juvenile Services Grant shall be used to acquire, develop, build, or improve local correctional facilities.
- Grants received under the Juvenile Services Commission Grant Program shall not be used for capital construction or the lease or acquisition of facilities. (Purchasing or renting space is NOT allowable under Juvenile Services Grant Funds)
- Funds received by an eligible applicant under the Juvenile Services Act shall NOT be used to replace or supplant any funds currently being used to support existing programs for juveniles.
- The Nebraska Crime Commission does not allow grant funds for indirect costs.

GRANT COMMENCEMENT AND DURATION

Nebraska Crime Commission requires that funded projects be implemented within 30 days from the start date listed on the grant award, or as specified by the Juvenile Services Grant Program Manager. The project period for the 2020 Juvenile Services Grant Program is July 1, 2020 – June 30, 2021. Funds will not be disbursed until the prior month's expenditures have been incurred and requested for reimbursement.

GRANT APPROVAL TIMELINE

23	Sept	2019	Grant Announcement
20	Dec	2019	Application Due Date
TBD	Feb	2020	NCJJ Grant Subcommittee Review
TBD	Mar	2020	Commission Funding Panel Final Review and Funding Determination
TBD	May	2020	Nebraska Crime Commission (Appeals Only)

APPLICATION FORMAT

- Application sections and attachments will be completed and uploaded separately in the NCC Grants Management System (GrantVantage). Refer to Required Documents Checklist in Appendix C.
- All documents must be type written with unedited formatting, saved and submitted in PDF. Scanned copies will not be accepted other than signed certifications.
- Delete blank sections.

APPLICATION SUBMISSION

All applicants applying for 2020 Juvenile Services Grant Program [JS] shall submit an application using the NCC Grants Management System (GrantVantage) hosted at NCC.grantvantage.com. The application submission process in the NCC Grants Management System (GrantVantage) will be available for registration and submission beginning **December 1, 2019**. The announcements can be located by searching "2020 Juvenile Services [JS]."

Prior to beginning the application submission process, have all documents from the Required Documents Checklist in Appendix C completed and ready for upload. **All documents are required for a complete application.**

Prior to applying, applicants must register their organization and complete the Organization Profile in the NCC Grants Management System. Applicants only need to create one profile for all NCC grants on GrantVantage. If a profile was created for a previous NCC application on NCC.grantvantage.com, please review and update the information.

The Nebraska Crime Commission will not accept late applications due to computer or submission issues that could have been mitigated with proper planning and time management. Applicants will be required to complete all grant sections, review required attachments and obtain signed certifications, read and respond to questions, and upload application sections and attachments. Please plan time accordingly.

GrantVantage will offer technical support during the application process until December 18, 2019 at 11:59 p.m. (CST). For software technical support, applicants may contact GrantVantage directly at support@grantvantage.com.

Applications are due December 20, 2019 at 5:00 p.m. (CST). Only electronic submission through the NCC Grants Management System (GrantVantage) will be accepted. No in-process applications will be accepted after 5:00 p.m. (CST) on December 20, 2019.

GrantVantage will host an Applicant webinar on the application submission process Tuesday, December 3, 2019 at 1:00 p.m. (CST). Webinar access information will be posted on the Crime Commission [website](#).

APPLICATION INSTRUCTIONS

SECTION I: APPLICANT INFORMATION

Lead Agency/County/Tribe is the agency, county or tribe serving as the official applicant. If a group of agencies, counties or tribes are combining their funds, only one agency/county/tribe can be designated as the *Lead Agency/County/Lead Tribe*. This must be the agency/county/tribe receiving and disbursing grant funds.

Federal Employer I.D. number must be the agency, county or tribe serving as the applicant or lead agency.

List of Partnering Agencies/Counties/Tribes are agencies, counties and tribes who agree, through a memorandum of understanding, to receive funds and provide services as outlined in the grant application.

Lead Project Contact is the individual who will serve as the main point of contact for the Crime Commission and will receive all grant correspondence. This is the person responsible for the daily management of the grant, including reporting requirements. This person will receive a license to GrantVantage to manage the grant once it is awarded, unless a designee is appointed. This individual is best suited to answer questions and be most knowledgeable on the programs funded in the grant.

Secondary Project Contact is an optional point of contact that will be included in all correspondence related to requirements and training.

Fiscal Officer is Agency's Chief Financial Officer, the County Clerk or Treasurer in the Lead County, or the Tribe's Fiscal Officer in the Lead Tribe. This person may receive a license in GrantVantage to manage the fiscal responsibilities of the grant, unless a designee is appointed.

Authorized Official is the Agency's Board Chair, County Board Chair or Tribal Council Chair of the Lead Agency, Lead County or Lead Tribe.

SECTION II: PROGRAM SUMMARY

Program Type Table: The purpose of the Program Type Table is to provide the Nebraska Crime Commission (NCC) with the program types needed to set permissions to enter data into the Juvenile Case Management System (JCMS). Accurate classification of program types aid in local and state-level reports to state agencies and other stakeholders. Please complete the program type table to identify the primary goal of each program, service, or system improvement for which funds are being requested.

Each program type should be represented on a single line in the table; do not combine program types that share a common goal or funding (e.g., if two programs each aim to reduce absences). Each row should have only one program title, one over-arching type, one program type and one sub-program type. If a program has several funded components (e.g., staff salaries, curriculum, supplies, etc.), please combine these into a single row in the table. For this table, we are interested in knowing the total funds by program, but not specific things funded within each program.

Instructions for each column:

- **Program Title:** Include the name of the program (e.g., Happy Kids program), and not the name of the program component being funded (e.g., after school director).
- **Over-arching Type, Program Type, and Sub-program Type:** Definitions are available on JJI's website. To select each of these, choose the program types that best align with the goals of the program and how those goals are achieved. If the JJI definitions do not apply to your program or if you are unsure, please contact JJI or NCC to assist you with selecting program types. Program Type Definitions can be found [here](#).
- **Amount Requested for each Program:** Round up or down to the nearest dollar.

Program Type Narrative: Complete all questions in the narrative table for each program identified in the program type table. The questions will only need to be answered once for each program type rather than each separate request throughout the application.

1. **Is this program or service funded in the 2019 [JS or CB] application:** Check “yes” or “no”. **If this program or service is not funded in the 2019 [JS or CB] application then provide current, local data that demonstrates the need for this position in your community.** When answering this question, use only local community-based data rather than national data. The data must be current, local, and representative of the applicant’s county(s) or tribe(s), and directly support the need for the requested program or service.
 - a. **List all funding sources for this program since 2016, including grant program and number:** When answering this question, provide all the ways this program is funded in whole or in part over the previous 3 years, including how it is currently funded. (i.e. Community-based Aid 17-CB-123; Community-based Aid 18-EB-456; Juvenile Services 18-JS-789; County Funds 2019).
 - b. **List any pending applications for funding within the last 12 months or that will be submitted in the next 6 months that include requests for funding to support the same project being requested under this application:** Provide any pending grants submitted or applications that will be submitted within the next 6 months that will request funding for the same program.
2. **Describe how this program or service uses practices that are supported by current evidence-based research:** Describe how the practices being used are supported by evidence and are effective or positively impacting youth. Examples may include, but are not limited to the following:
 - a. Use of evidence-based curriculums and incorporating evidence-based practices; and
 - b. Use of screening and assessment tools.
3. **Describe how this program or services aligns with the funding purpose outlined in the Request for Application and meets the needs of juveniles and families in your community:** Review the funding purpose on page 4 of this Request for Application. Describe how this program or service fits within that funding purpose and how this program or service will meet the needs of youth and families in your community.
4. **Is this program or service listed as a strategy in your community plan?** Check “yes” or “no”. Each funding request is to be written consistent with the program development strategies outlined in the community plan. **If no, then explain why this is not a strategy in the community plan.**
5. **Provide a description of the program or service by answering the following:**
 - a. Purpose of the program: Describe how this program or service will address the priority listed in your community plan;
 - b. Skills and knowledge to be gained by the youth participants;
 - c. Description of key activities or services; and
 - d. Expected changes that the program will likely bring to your community.
6. **Describe the target population being served by this program or service.** Target population refers to the group(s) of youth a program or service is designed to serve. Applications should define the target population by answering the following:
 - a. Age, Gender, and Race/Ethnicity: List the age, gender, and race/ethnicity targeted by your program. Ensure that the program request is targeting the appropriate demographics based on best practices.
 - b. Juvenile Justice System Point: Use the definitions below to identify the juvenile justice system point that is being targeted with the program request.
 - i. Voluntary Services: law enforcement may or may not have contact with youth, but no citation has been issued and no referral has been made to the county/city attorney.
 - ii. Pre-filing: law enforcement citation or referral has been made to the county/city attorney, but there has not yet been a formal filing made in court.
 - iii. Pre-adjudicated: there has been a formal filing with the court that has not been adjudicated and the county is responsible for the cost of services.
 - iv. Post-adjudicated: the youth has been adjudicated in court and the state is responsible for the cost of services.
 - c. List the risk and criminogenic need factors being targeted by this program: See Appendix C in the Appendices for the list of risk and criminogenic need factors to be used in the grant application to answer this question.
 - d. List the protective factors and assets being strengthened that address the risk and criminogenic need factors identified above: See Appendix C in the Appendices for the list of protective factors and assets to be used in the grant application to answer this question.

7. **Explain the referral process by answering the following:**

- a. List the agencies and/or individuals who refer youth to this program or service: List who your program receives referrals from on a regular basis.
- b. Explain the process used to determine appropriateness of youth for the program: For example, explain how a youth is the right “fit” for this program and how they would come to the attention of the agency or individual making the referral. Provide a step-by-step process used to determine how the youth enters the program, ensuring the youth is appropriate for the program.
- c. List the screening and/or assessment tools used to determine eligibility and appropriateness: List all screening and assessment tools used by the program.
- d. Do all referrals get accepted? Check the applicable box of “yes” or “no”. If no, explain why referrals would not be accepted and under what circumstance(s) this may happen.

8. **FOR PREVENTION/PROMOTION PROGRAMS ONLY: Describe how the program meets all nine principles of effective programming.** Refer to prevention/promotion programs section on page 4 and Appendix A of this Request for Application regarding the nine principles of effective program. List all nine principles and how this program or service meets those principles. If the program does not meet all nine principles, describe what changes the program will implement to strive to meet all nine principles.

SECTION III: BUDGET

Budget Summary Table: Enter the total amount of grant funds requested in each category. Provide budget numbers by rounding up or down to the nearest dollar.

Personnel-Agency/County/Tribe: Funds in this category should reflect positions hired directly by the agency/county/tribe. Personnel refer to wages and fringe benefits for regular full-time or part-time salaried employees for the agency/county/tribe. Other persons working on the project who are not on the regular payroll for the agency/county/tribe must be classified in the sub-awards/contracts category of the application. Salaries may not exceed those normally paid for comparable positions in the community and/or unit of government. Any position 100% funded through grant funds must be 100% dedicated to the grant program’s allowable activities. The percentage of funds requested through JS for a position must not exceed the percentage of time devoted to job functions related to the JS Program. For example, a request that 50% of a Community Specialist’s position be paid through JS; however, the Community Specialist is devoting 25% of their time to job functions for JS – this is unallowable. Costs for wages in excess of base rate of pay are unallowable.

Personnel Table (Agency/County/Tribe Employees)

- **Program Title-** List the program title associated with the Program Type Table.
- **Position Title and Name** – List title of the position that is being requested and individual name of the person holding the position.
- **Agency Name-** List the name of the agency employing the position being requested.
- **Full-time or Part-Time** – Indicate whether a position is full-time by typing “F” or part-time by typing “P”.
- **New or Existing** – Indicate whether a position is new by typing “N” or existing by typing “E”. If a position is being requested for the first time through Juvenile Services Grant, but has been existing then that position is considered “E”.
- **Current Annual Salary** – List the current annual salary of the corresponding position.
- **Projected Annual Salary** – List the projected annual salary that will become effective on July 1, 2020.
- **Percent Time Devoted** – List the percentage of time devoted to Juvenile Services Grant for each position listed. This includes the time projected to be spent on all allowable requests listed in the grant application. (2080 hours annually = 100% or full-time)
- **Requested Wages** – List the amount of wages being requested through the grant application.
- **Requested Fringe** – List the amount of fringe benefits being requested through the grant application. All fringe benefits are to be based on the employer’s share only. The employee’s share is to be withheld from his/her wages. Only basic fringe benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave (holidays, sick leave, vacation), and pension/retirement can be included. Vacation and leave time are included in normal working hours (FTE 2080 hours/year) and are not added benefits. Funds to support cafeteria plans are not allowed by the Nebraska Crime Commission.

- **Requested Total** – List the sum of the “requested wages” and “requested fringe”. This will provide the amount of total funds being requested for each position to include wages and fringe benefits.
- **Total Project Cost** – List the sum of the “requested wages”, and “requested fringe”. This is the total cost of a position that is being requested by the agency/county/tribe.

Personnel Table Budget Breakdown: A budget breakdown must be completed for each position:

1. **Program Title and Position Title:** List the title of the program and title of the personnel position. This will match the program and position listed in the Personnel Table.
2. **Is this position new or existing:** Check “new” or “existing”.
3. **If existing, describe how this position was previously funded:** Some examples of previous funding may include, but are not limited to: county funds, tribe funds, different grant source, Community-based Juvenile Services Aid, DHHS, etc.
4. **Briefly describe how this request complies with the non-supplanting requirement:** Provide an explanation that funds being requested for this position will not be used to supplant (replace) agency, state, local, or tribal funds that would, in the absence of Juvenile Service Grant funds, be made available for grant purposes.
5. **Provide job description:** Complete one of the following options:
 - a) If the position is already created and existing then attach the official job description.
 - b) If the position is new then write a summary of the anticipated job duties in the space provided for this question. If the position is new and a job description has already been created then attach the official job description to the grant application.
6. **Provide justification for an annual salary increase:** If this position is expected to obtain an annual salary increase, provide the reason and include documentation to justify the increase. Review the first paragraph on page eight of this RFA for information on allowable increases.
7. **Provide a personnel budget breakdown on the following:**
 - a) Breakdown of wages requested for each position.
 - Example 1: 1,900 hours x \$20.00/hour = \$38,000
 - Example 2: 2,080 hours x \$18.75/hour = \$39,000
 - b) Breakdown of fringe benefits requested for each position. In the example, note how fringe benefits are appropriately pro-rated based on the amount of state dollars requested. Only include basic fringe benefits and provide details explaining each benefit requested. Consider the following: Health Insurance @ \$6,000 per year/single coverage; FICA @.0765 of total salary, etc.
 - Example 1: \$38,000 x .0765 (FICA) = \$2,907 + \$6,000 (health insurance) = \$8,907
 - Example 2: \$39,000 x .0765 (FICA) = \$2,984 + \$6,000 (health insurance) = \$8,984

Travel-Agency/County/Tribe: All travel requests will abide by the policies and procedures of the Nebraska Crime Commission and the Nebraska Department of Administrative Services. Currently, out-of-state travel is unallowable. In-state travel is limited to mission critical initiatives. If the out-of-state travel ban is removed in the future, grantees will submit an Out-of-State Travel Request form at least 6 weeks prior to travel. Copy the travel expenses form and complete it for each travel purpose. Rates for meals and lodging are listed on the General Services Administration website (GSA) and are subject to change every year on October 1. ***All travel expenses listed below are reimbursed for actual expenses incurred within allowable rates only.***

- **Program Title-** List the program associated with the Program Type Table.
- **Travel Purpose** – List the purpose funds are being requested for travel.
- **Type of Travel** – Check whether the travel is within the community (local) or in-state. Currently, out-of-state travel is unallowable.
- **Justification for Travel** – Provide an explanation for this travel request and how it will benefit youth being served by programs and services in the community. If this travel request is for administration, provide an explanation for this travel request and how it will benefit the community and youth being served. Explain how this request aligns with the funding purpose listed in this Request for Application.
- **Position(s) which will be traveling for this purpose** – List the positions that will be traveling for the purpose stated.
- **Cost breakdown:**

- ✓ **Mileage** – Reimbursable at the rate listed for business travel specified on the IRS website: <https://www.irs.gov/tax-professionals/standard-mileage-rates>
- ✓ **Airfare** – Air travel should be utilized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to “coach” fare. Airfare that exceeds \$500 must obtain written approval by the Juvenile Services Program Manager.
- ✓ **Lodging** – Available for reimbursement the night before an activity begins through the night before an activity ends. Rates must not exceed those listed for the location of travel which is found on the General Services Administration (GSA) website: <http://www.gsa.gov/portal/category/100120>
- ✓ **Meals** – Rates must not exceed those listed for the location of travel which is found on the General Services Administration (GSA) website: <http://www.gsa.gov/portal/category/100120>. Additionally, incidentals are not reimbursable through this grant. Breakfast, lunch, and dinner are allowed based on the following set of guidelines:
 - Tips are not to exceed 20% of the actual allowable cost.
 - Receipts must be separate for each individual, with the exception of multiple youth receiving meals in the same establishment.
 - Receipts must be itemized.
 - Alcohol must not be listed on the receipt.
 - If meals are provided at a conference, reimbursement for additional meals or as a replacement will not be reimbursed unless there are extenuating circumstances.
 - Allowable timeframe to request reimbursement for meals when traveling overnight:
 - Breakfast: When individual leaves for overnight travel at or before 6:30 a.m.
 - Lunch: When individual leaves for overnight travel at or before 11:00 a.m. or returns from overnight travel at or after 2:00 p.m.
 - Dinner: When individual returns from overnight travel at or after 7:00 p.m.
 - One-day travel: Breakfast shall be reimbursed when an individual leaves before 6:30 a.m. Dinner shall be reimbursed when an individual returns after 7:00 p.m. Lunch is not reimbursed for one-day travel.
- ✓ **Other** – The following fees are reimbursable travel:
 - Luggage Fees – One checked bag is reimbursable. The Crime Commission is not responsible for additional fees incurred for exceeding the maximum weight limitations for standard luggage fees.
 - Private Transport – Must be reasonable and comparable to public transportation if available. Several forms of private transport include Uber, Lyft, taxi, etc. Tips are not to exceed 20% of the bill.
 - Public transport – Metro, bus, train, ferry, trolley, subway, etc.
 - Rental Car – Only allowable if written approval is obtained by the Juvenile Services Program Manager. A cost analysis will need to be submitted which details that renting a car is less expensive than utilizing public transportation from the airport to the lodging facility.
 - Parking – When utilizing air travel, parking costs for a vehicle are reimbursable for only the necessary days of travel. Parking costs for personal travel are the responsibility of the traveler. The parking option utilized must be economical and comparable to the other parking options surrounding the airport.

Operating Expenses-Agency/County/Tribe: See “Funding Limitations” in this document to receive guidance on unallowable/allowable operating expenses. Complete all blanks in the table when requesting funds for operating expenses to include the rate per month, amount requested, and total cost.

Operating Expenses Budget Breakdown:

- **If you are requesting funds for educational materials, list the name and purpose for each material:** List the name or title of the educational materials being requested. Additionally, list why this specific educational material is utilized for the youth being served.

- **Provide research that supports the selection of the educational materials:** List any information or resources that were utilized to choose the educational materials that are being listed. Grant reviewers desire to understand the reason and method used when deciding to use a specific educational material.
- **Explain how each operating expense listed above will benefit a program or service listed in this grant application:** There are several operating expenses that are allowable and an explanation is needed for each request for this question. For example, if incentives for youth are being requested, then explain how purchasing incentives has benefited that particular service or program. What has been witnessed as a result of purchasing incentives for youth? Did their attendance increase? Did their grades increase? If so, what data or information was used to support the purchase of these incentives?
- **Provide a breakdown of costs for each line item above:** Answer this question for all requests in the operating expenses table. For example, if incentives for youth are being requested at a rate of \$500/month in the operating expenses table, this does not provide a detailed breakdown. Therefore, for this question, a breakdown would be provided such as: \$50 incentives for 10 youth per month = \$500/month.

Sub-Awards/Contracts: Funds in this category should reflect programs/services sub-awarded or contracted out to agencies or individuals. If the agency/county/tribe does not directly operate the program, but relies on another entity to run the entire program, the whole budget is shown as a sub-award. There must be a sub-award with signed special conditions with the sub-award agency. Fee for service contracts must have a current legal contract between the lead agency/county/tribe and the contractor. Only utilize one table (Contract Fee for Service or Personnel Table [Non-Agency/County/Tribe Employees]) for each request. **IMPORTANT** – The Lead Agency/County/Tribe is fiscally responsible and must ensure all funds are spent properly by all sub-awarded/contracted programs/services. Contracts must adhere to the federal guidelines of the maximum rate of **\$81.25/hour or \$650/day**. The rate for independent contractors must be reasonable and consistent with that paid for similar services in the market. Lodging, meals, and travel costs should be included in the daily rate, prohibiting additional charges above the full daily rate. Grantees must adhere to Nebraska Revised Statute §23-3108. All other entities must follow their written procurement process and if a process is not in place, then the entity must use Nebraska's procurement process governed by DAS.

1. **Contract Fee for Service Table:** Use this table for independent contractors who provide service for a flat fee rate.
 - **Program Title**– List the program title associated with the Program Type Table.
 - **Service Type** – List the type of service being requested such as tracker, electronic monitoring, mediation, counseling, presenter, etc.
 - **Provider Name** – List the agency or contractor responsible for providing service type.
 - **Rate** – list the dollar amount that is being requested either hourly or daily.
 - **Number of Hours/Days** – List the amount of hours or days this service is being requested. Then check the box to denote whether the rate is being charged either by the hour or day.
 - **Amount Requested** – List the amount that is being requested in this box. Multiply the rate by the number of hours/days.
 - **Total cost** – List the total project cost which is the sum of the amount requested.
2. **Sub-Award Personnel Table (Non-Agency/County/Tribe):** This chart is used for personnel of the sub-awarded agency requesting funds for programs within their corresponding agency/county/tribe. All positions being requested that are not directly funded by the agency/county/tribe will be listed in this table. These positions are personnel of the sub-awarded agency. This table is exactly the same as the Agency/County/Tribe Personnel Table; therefore, refer to those same instructions.

Sub-Award Personnel Table (Non-Agency/County/Tribe) Budget Breakdown: Refer to the instructions outlined for Agency/County/Tribe Personnel Budget Breakdown. Expectations are the **same** for positions being requested in the Personnel category for agency/county/tribe employees and positions being requested in the Sub-Awards/Contracts category for non-agency/county/tribe employees.

3. **Sub-Award Travel Expenses:** Funds in this category should reflect travel expenses of non-agency/county/tribe personnel of the sub-awarded agency. Refer to the travel instructions outlined in County/Tribe Travel, as this section adheres to the same set of guidelines. All travel requests will abide by

the policies and procedures of the Nebraska Crime Commission and the Nebraska Department of Administrative Services. Currently, out-of-state travel is unallowable. In-state travel is limited to mission critical initiatives. Copy the travel expenses form and complete it for each travel purpose. Rates for meals and lodging are listed on the General Services Administration website (GSA) and are subject to change every year on October 1. ***All travel expenses listed below are reimbursed for actual expenses incurred within allowable rates only***

4. **Sub-Award Operating Expenses:** See "Funding Limitations" in this document to receive guidance on unallowable/allowable operating expenses. Complete all blanks in the table when requesting funds for operating expenses to include the rate per month, amount requested, and total cost.

Operating Expenses Budget Breakdown: Refer to the operating expenses budget breakdown outlined in County/Tribe Operating Expenses, as this section adheres to the same set of guidelines.

Sub-Awards/Contracts Total: Enter the total amount requested for sub-awards and contracts to include contract fees, personnel fees, travel fees, and operating fees. Place them in the appropriate category.

***All rates, item descriptions, and budgeting requirements are derived from the Nebraska Department of Administrative Services – State Accounting Division, Office of Justice Programs 2017 Financial Guide, Title 75, Chapter 1, and Operating Instructions at the Nebraska Commission on Law Enforcement and Criminal Justice**

SECTION IV: MEMORANDUMS OF UNDERSTANDING

For agencies, counties or tribes applying as a group, submit a current copy of the MOU(s) signed by each participating agency board chair, county board chair or tribal council chair confirming the agency, county or tribal commitment to combine Juvenile Services Grant funds to accomplish the project(s) outlined in the application.

SECTION V: REQUIRED FORMS

Read all required forms and the Juvenile Services Grant program carefully and have them signed by the applicable signatory (Authorized Official (Lead Agency Board Chairperson, County Board Chairperson or Tribal Council Chairperson) or other grant personnel) for the grant application.

APPENDICES

APPENDIX A



UNIVERSITY OF NEBRASKA AT OMAHA

JUVENILE JUSTICE INSTITUTE

EVIDENCE-BASED
NEBRASKA

Evidence-Based Practices Brief

EB-NE Brief #2: August 2018

in conjunction with

NEBRASKA

Good Life. Great Service.

COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE

Preventing Delinquency & Promoting Prosocial Activities

Recognizing the need to support youth before problem behaviors take shape, prevention programs emerged in the 1970s to address the needs of youth and families; however, these early programs were rarely rooted in either theory or research on childhood development. Consequently, programs began incorporating information gleaned from longitudinal studies to address specific risk factors identified as predictive of problem behaviors in youth. In the 1980s, prevention efforts often focused on a single problem behavior, however in the early 1990s, consensus emerged that programs should expand beyond focusing on a single problem behavior and instead examine co-occurrence of problem behaviors and common predictors of multiple problem behaviors (Catalano et al., 2004). Further, prevention efforts recognized that promoting positive youth development was just as important as avoiding negative behaviors (Catalano et al., 2004; W.T. Grant Consortium, 1992).

Communities that Care

Communities that Care (CTC) is a prevention framework system that aims to reduce risk and prevent problem behaviors, while enhancing protection and promoting healthy youth development (Hawkins 1999). CTC seeks to prevent problem behaviors and promote

positive development by creating opportunities for prosocial involvement. To do so, CTC involves trained community stakeholders who assess community risk with epidemiological data, create a community-specific profile of risk, and then target two to five elevated risk factors by implementing evidence-based effective prevention programs in the community. Changes in the prevention service system are expected to reduce risk and strengthen protective factors at the community-level. With respect to protective factors, CTC coalitions are asked to provide developmentally appropriate opportunities for prosocial activities, teach them skills to successfully be involved, and provided consistent recognition of their efforts and achievements (Kim et al., 2015). To empirically test the efficacy of the CTC framework, a randomized control trial in 24 communities and seven states was conducted in which youth in each community were surveyed annually for seven years. The general findings indicated that communities implementing CTC significantly reduced the onset of substance use and delinquency through high school (Catalano et al., 2014).

Principles of Effective Programs

In reviewing the vast literature on prevention and promotion programs,

Nation and colleagues (2003) identified nine general principles of effective programs aimed at preventing delinquency-related behaviors.

Program Characteristics

- (1) Comprehensive: including a combination of interventions to address the problem behavior, and engaging multiple systems or domains that have an impact on the behavior (e.g., schools, family, community, peers)
- (2) Varied teaching methods: emphasizing the needs for active, skills-based component that provides hands-on experiences that increase the development of cognitive, language, and social skills necessary for the target behavior; but not to rely too much on knowledge, information, or group discussions
- (3) Provided sufficient dosage: enough exposure to the intervention to have an impact (intensity of program measured in quantity and quality of contact hours), with the risk level of the youth taken into account and providing follow-up or booster sessions.

CBA1006- Rev. -18

4) Theory-driven: based on scientific justification, including etiological theories focused on the causes of the problem behavior (e.g., risk or protective factors); and intervention theories focused on the best method for changing etiological risks.

(5) Provided opportunities for positive relationships: providing exposure to individualized, healthy attention from adults (e.g., parents, other adult mentors) and peers that promote strong relationships and support positive outcomes

Matching the Program with Target Populations

(6) Appropriately timed: implementing interventions early enough to have an impact on the development of the problem behavior (prior to the problem behavior) and are sensitive to the developmental needs of the youth

(7) Socio-culturally relevant: programming should be both culturally relevant to youth in the program and should be tailored to address the individual needs of the youth (not a one-size-fits all)

Implementation and Evaluation

(8) Outcome evaluation: clear goals and objectives that can be systematically evaluated periodically to document outcomes relative to the goals to measure of program effectiveness

(9) Well-trained staff: staff should be sensitive, competent, and receive sufficient training, support and supervision; considering turnover,

morale, and buy-in

Nebraska Prevention and Promotion Programs

The Community-based Aid (CBA) grant process follows a similar framework to the CTC framework. Nebraska communities select community stakeholders who are responsible for identifying appropriate community-level data to create a community-specific risk profile and then select appropriate evidence-based programs to meet the community's needs. One method for this process, as recommended by the Juvenile Justice Institute (JJI), is to provide the modified Risk and Protective factors survey created by JJI to youth enrolling in CBA-funded programs and then comparing this

data to the state and county-level data provided by the Bureau of Sociological Research (BOSR) at the University of Nebraska-Lincoln (<https://bosr.unl.edu/sharp>).

To assist communities in identifying their community-specific risk profile, the Juvenile Justice Institute has prepared program-specific reports for each CBA-funded promotion/prevention program. There are also other data sources available online to meet these needs. The nine principles of effective programming can then be used to assess whether programs are evidence-based. If a program is not currently meeting these nine, then they should demonstrate how they plan to meet all nine elements in the upcoming year.

REFERENCES

- Catalano, R.F., Berglund, M.L., Ryan, J.A.M., Lonczak, H.S. & Hawkins, J.D. (2004). Positive development: Realizing the potential of youth. *The Annals of the American Academy of Political and Social Science*, 591, 98-124.
- Catalano, R.F., Haggerty, K.P., & Hawkins, J.D. (2014). More evidence that prevention works: Communities that care significantly reduced substance use, delinquency, and violence through grade 12. *JAMA Pediatrics*, 168, 122-129.
- Hawkins, J. D. (1999). Preventing crime and violence through communities that care. *European Journal on Criminal Policy and Research*, 7, 443-458.
- Kim, B.K.E., Gloppen, K.M., Rhew, I.C., Oesterle, S., & Hawkins, J.D. (2015). Effects of Communities that Care Prevention System on Youth Reports of Protective Factors. *Prevention Science*, 16, 652-662.
- National Research Council Institute of Medicine (2002). *Community programs to promote youth development. Committee on Community-Level Programs for Youth*. Eds. Jacquelynne Eccles and Jennifer Gootman. Board on Children Youth and Families, Division of Behavioral and Social Sciences and Education Washington, DC: National Academy
- Nation, M., Crusto, C., Wandersman, A., Kumpfer, K.L., Seybolt, D., Morrissey-Kane, E., & Davino, K. (2003). What works in prevention: Principles of effective prevention programs. *American Psychologist*, 58, 449-456.
- W. T. Grant Consortium on the School-Based Promotion of Social Competence (1992). *Drug and alcohol prevention curricula in Communities that care: Action for drug abuse prevention*, edited by J. David Hawkins, Richard F. Catalano Jr., et al., 129-48. San Francisco: Jossey-Bass.

APPENDIX B

Risk and Criminogenic Need Factors

Protective Factors and Assets

INDIVIDUAL

Drug/Alcohol use	Positive attitudes, values, and beliefs
Learning disability	High personal drive/self-esteem
Anxiety/depression	Positive mental, physical, and emotional health
Mental health disorder(s)	Use of positive coping skills
Antisocial attitudes	Well-developed communication skills
Sensation seeking	Self-regulation/Impulse control
Defiance of authority	Positive attitudes/relations with authoritative figures
Lack of concern for others	Compassion for others
Inappropriate use of time	Constructive use of time (youth programs, athletics, etc.)
Previous victimization	Problem-solving skills

FAMILY

Lack of supervision	Adequate parental monitoring
Lack of discipline	Consistent discipline
Low parental warmth	Positive student-parent bond
Parental hostility	Language-based discipline
Abusive parent(s)	Positive adult role models
Parental substance use	Clear expectations of prosocial behaviors/values
Poor prenatal and early childhood health	Healthy prenatal and early childhood care
Family violence	Supportive adult(s) within the home

EDUCATION/COMMUNITY

Truancy	Regular attendance and engagement in school
Low achievement	High academic standards
Low attachment	Positive teacher relationships
Low literacy	Access to academic support
High crime neighborhood	Access to physical and mental healthcare
Disenfranchised neighborhood	Community values youth
	Strong neighborhood attachment

PEERS

Deviant peer groups	Healthy/Positive peer relationships
	Supportive social group

Resources:

- Arthur, M. W., Hawkins, J. D., Pollard, J. A., Catalano, R. F., & Baghioni Jr, A. J. (2002). Measuring risk and protective factors for use, delinquency, and other adolescent problem behaviors: The Communities That Care Youth Survey. *Evaluation review*, 26(6), 575-601.
- National Institute on Drug Abuse. (2003). What are risk factors and protective factors? Retrieved from <https://www.drugabuse.gov/publications/preventing-drug-abuse-among-children-adolescents/chapter-1-risk-factors-protective-factors/what-are-risk-factors>.
- National Research Council and Institute of Medicine. (2009). *Preventing mental, emotional, and behavioral disorders among young people: Progress and possibilities*. Washington, DC: The National Academies Press.
- Substance Abuse and Mental Health Services Administration. (2018). Risk and Protective Factors. Retrieved from <https://www.samhsa.gov/capt/practicing-effective-prevention/prevention-behavioral-health/risk-protective-factors>.

APPENDIX C

REQUIRED DOCUMENTS CHECKLIST

Completed		Application Sections	Description
Section I: Applicant Information			
<input type="checkbox"/>	Date	Applicant Information	See RFA for definitions.
Section II: Program Summary			
<input type="checkbox"/>	Date	Program Type Table	See UNO EB-NE website for definitions.
<input type="checkbox"/>	Date	Narrative for Program	Each program from the program type table must have its own narrative. See RFA for instructions.
Section III: Budget			
<input type="checkbox"/>	Date	Budget and Narratives	Each request must be in the appropriate budget table with a narrative. See RFA for instructions.
Other Attachments			
<input type="checkbox"/>	Date	Memorandums of Understanding	Obtain signed MOU for each agency, county or tribe applying as a group on this application.
<input type="checkbox"/>	Date	Certified Assurances	Must be signed by Authorized Official, either Digital Signature or hand signed and scanned.
<input type="checkbox"/>	Date	Certifications Regarding Lobbying; Debarment; and Drug Free Workplace	Must be signed by Authorized Official, either Digital Signature or hand signed and scanned.

APPENDIX D

U.S. Department of Labor
Wage and Hour Division



Fact Sheet #13: Employment Relationship Under the Fair Labor Standards Act (FLSA)

This fact sheet provides general information concerning the meaning of "employment relationship" and the significance of that determination in applying provisions of the [FLSA](#).

Characteristics

An employment relationship under the FLSA must be distinguished from a strictly contractual one. Such a relationship must exist for any provision of the FLSA to apply to any person engaged in work which may otherwise be subject to the Act. In the application of the FLSA an employee, as distinguished from a person who is engaged in a business of his or her own, is one who, as a matter of economic reality, follows the usual path of an employee and is dependent on the business which he or she serves. The employer-employee relationship under the FLSA is tested by "economic reality" rather than "technical concepts." It is not determined by the common law standards relating to master and servant.

The U.S. Supreme Court has on a number of occasions indicated that there is no single rule or test for determining whether an individual is an independent contractor or an employee for purposes of the FLSA. The Court has held that it is the total activity or situation which controls. Among the factors which the Court has considered significant are:

- 1) The extent to which the services rendered are an integral part of the principal's business.
- 2) The permanency of the relationship.
- 3) The amount of the alleged contractor's investment in facilities and equipment.
- 4) The nature and degree of control by the principal.
- 5) The alleged contractor's opportunities for profit and loss.
- 6) The amount of initiative, judgment, or foresight in open market competition with others required for the success of the claimed independent contractor.
- 7) The degree of independent business organization and operation.

There are certain factors which are immaterial in determining whether there is an employment relationship. Such facts as the place where work is performed, the absence of a formal employment agreement, or whether an alleged independent contractor is licensed by State/local government are not considered to have a bearing on determinations as to whether there is an employment relationship. Additionally, the Supreme Court has held that the time or mode of pay does not control the determination of employee status.

Requirements

When it has been determined that an employer-employee relationship does exist, and the employee is engaged in work that is subject to the Act, it is required that the employee be paid at least the Federal minimum wage of \$5.85 per hour effective July 24, 2007; \$6.55 per hour effective July 24, 2008; and \$7.25 per hour effective July 24, 2009, and in most cases [overtime](#) at time and one-half his/her regular rate of pay for all [hours worked](#) in

FS 13

excess of 40 per week. The Act also has [youth employment](#) provisions which regulate the employment of minors under the age of eighteen, as well as [recordkeeping](#) requirements.

Typical Problems

(1) One of the most common problems is in the construction industry where contractors hire so-called independent contractors, who in reality should be considered employees because they do not meet the tests for independence, as stated above. (2) Franchise arrangements can pose problems in this area as well. Depending on the level of control the franchisor has over the franchisee, employees of the latter may be considered to be employed by the franchisor. (3) A situation involving a person volunteering his or her services for another may also result in an employment relationship. For example, a person who is an employee cannot "volunteer" his/her services to the employer to perform the same type service performed as an employee. Of course, individuals may volunteer or donate their services to religious, public service, and non-profit organizations, without contemplation of pay, and not be considered employees of such organization. (4) Trainees or students may also be employees, depending on the circumstances of their activities for the employer. (5) People who perform work at their own home are often improperly considered as independent contractors. The Act covers such homeworkers as employees and they are entitled to all benefits of the law.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.dol.gov/whd/> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
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[Contact Us](#)